

AUTONOA FOR LN AWARDS

posted 31-JAN-06

The CPOC has implemented a program called 'AUTONOA' which processes awards for LN employees (Italy, Belgium and Germany only) without human intervention. Since this program extracts needed information from the Gatekeeper Checklist is it imperative that the checklist is completed properly. Managers must specify information on the gatekeeper and on the RPA as indicated below:

ALL COUNTRIES:

RPA DATA:

-Enter NOA: 840A on page 1 of RPA, block 5A.

BELGIUM AND GERMANY:

-FOR TIME OFF AWARDS: Enter NOA 846A on page 1 of RPA, block 5A.

ITALY ONLY:

AWARD JUSTIFICATION: Enter award justification into the RPA, on PAGE 4 (REMARKS AND ADDRESSES), PART D (Remarks by Requesting Office). Do NOT attach the justification to the RPA. AUTONOA cannot extract data from attachments.

ALL COUNTRIES:

GATEKEEPER CHECKLIST:

- Select your country
- Question: Is this a monetary Award – pick 'Yes'
- Select Type of Monetary Award
- Enter the Dollar (\$) amount award
- Question: Is official conversion rate different? – pick 'No' if your organization uses the official conversion rate. Pick 'Yes' if your organization uses a local conversion rate and enter conversion rate.

ITALY ONLY:

-ROUTE RPA to the Resource Management Office (RMO) inbox.

ITALY RMO INSTRUCTIONS:

-UPDATE the RMO GATEKEEPER CHECKLIST

-ROUTE RPA to GROUP INBOX: XYZ-0JN_AWARD/COPD

DISPLAY NAME: LN ITALY AWARDS ENTRY INBOX